



LIVERPOOL HOPE
UNIVERSITY

Liverpool Hope Microsoft Multi-Factor Authentication (MFA) Set up Guide

Introduction

Multi-Factor Authentication (MFA) is an extra layer of security for your Liverpool Hope IT account. It helps keep out anyone who shouldn't have access to your account by requiring you to verify access to a trusted device after you enter your password. Because Multi-Factor Authentication requires both something you **know** and something you **have**, it's much harder for hackers to gain access. This way, even if your password is stolen, a hacker won't be able to sign in to your account without the physical device.

Microsoft Authenticator

You will need to download and install the **Microsoft Authenticator** app on your smartphone. Using the Microsoft Authenticator app with push notifications is far more secure than Email, SMS or voice-based methods of MFA which can be vulnerable to interception and SIM-swapping attacks.

Note: Microsoft Authenticator is not available for PC or Mac as authenticator apps are typically designed for smartphones for security reasons.

To install Microsoft Authenticator on your Apple device

- Download and install Authenticator from the [Apple app store](#) or scan the QR code below on your smartphone.



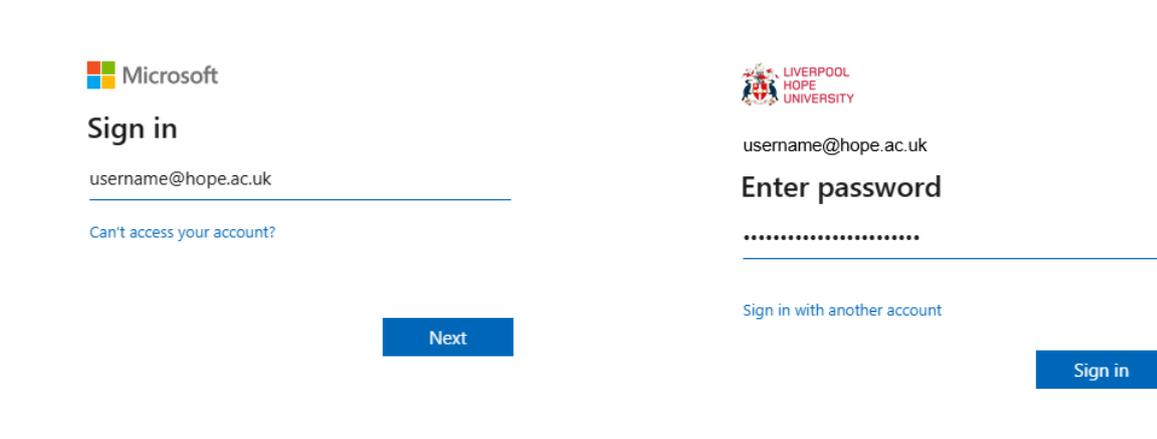
To install Microsoft Authenticator on your Android device

- Download and install Authenticator from the [Google Play store](#) or scan the QR code below on your smartphone.



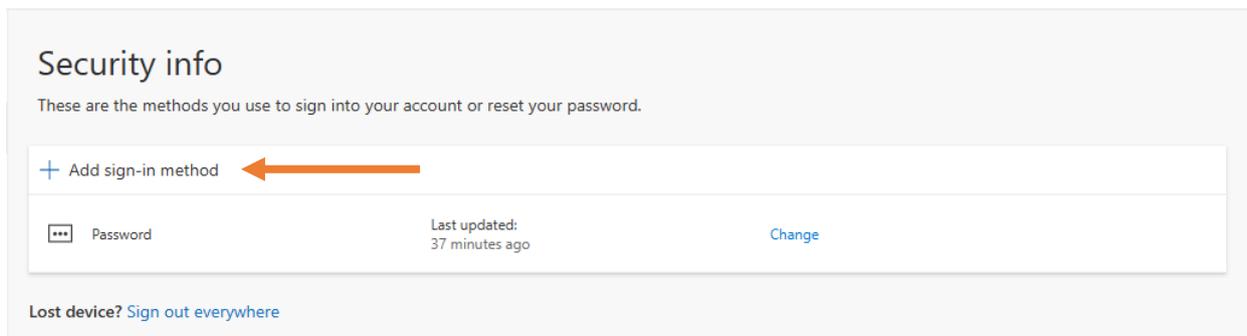
Set up Microsoft Authenticator and turn on MFA

1. On your computer, open a web browser to <https://mysignins.microsoft.com/security-info>
2. Sign in with your Liverpool Hope credentials.

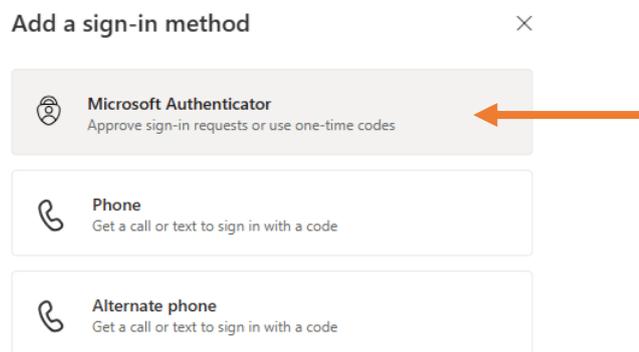


Note: Your username must be in UPN format (e.g., **username@hope.ac.uk**).

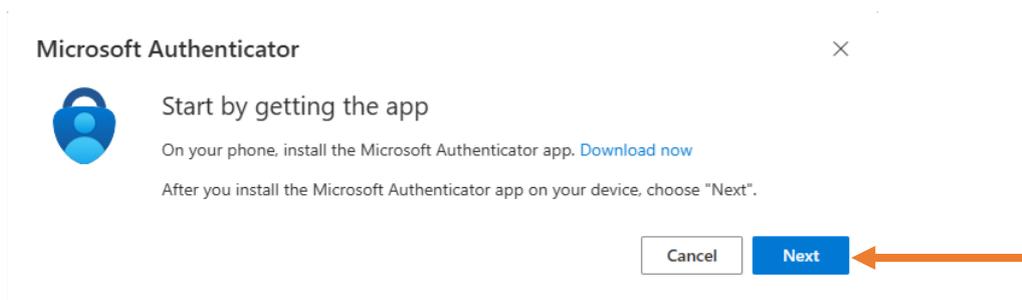
3. Under **Security info**, select **+ Add sign-in method**.



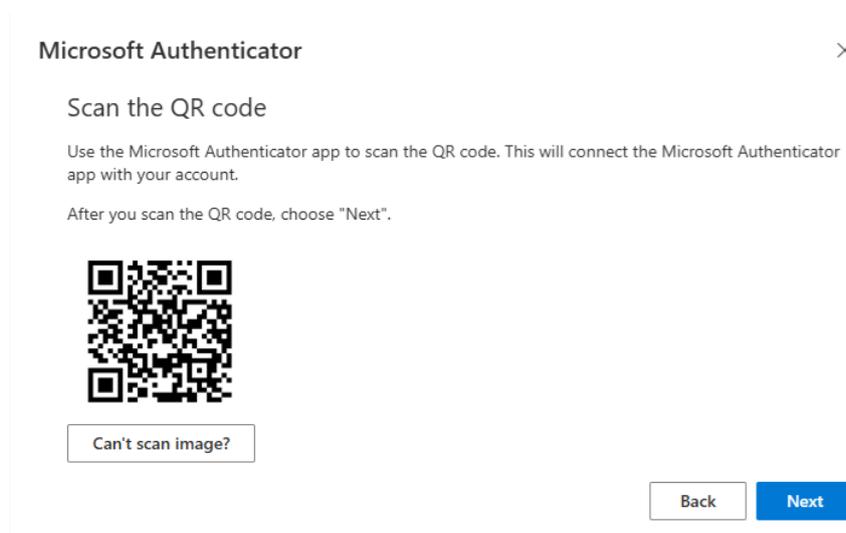
4. Select **Microsoft Authenticator** as the **sign-in method**.



5. If you already have Microsoft Authenticator installed on your smartphone, select **Next** to display a QR code. Otherwise, click the **Download now** link and follow the instructions before selecting **Next**.



6. You're given a QR code that you can use to automatically associate your Liverpool Hope Microsoft account with the Microsoft Authenticator app. **Do not close this window.**

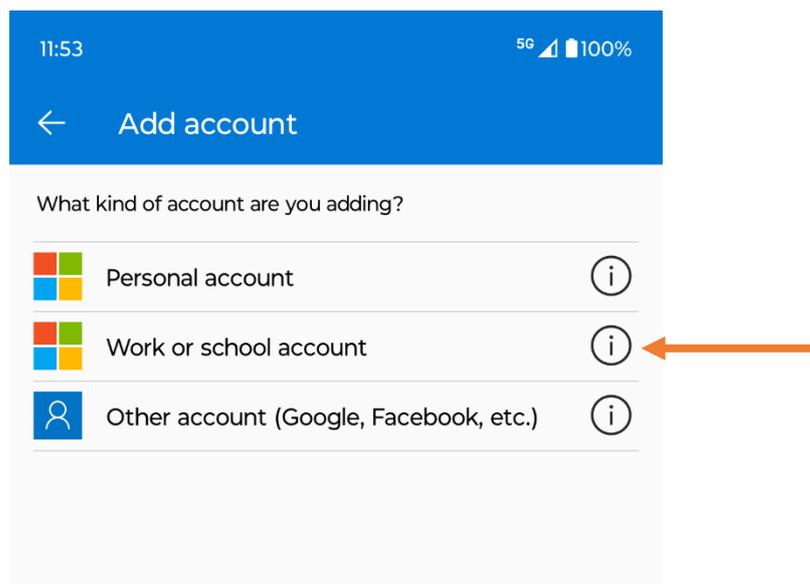


7. Open the Microsoft Authenticator app on your smartphone, select the **Plus** icon in the upper right.

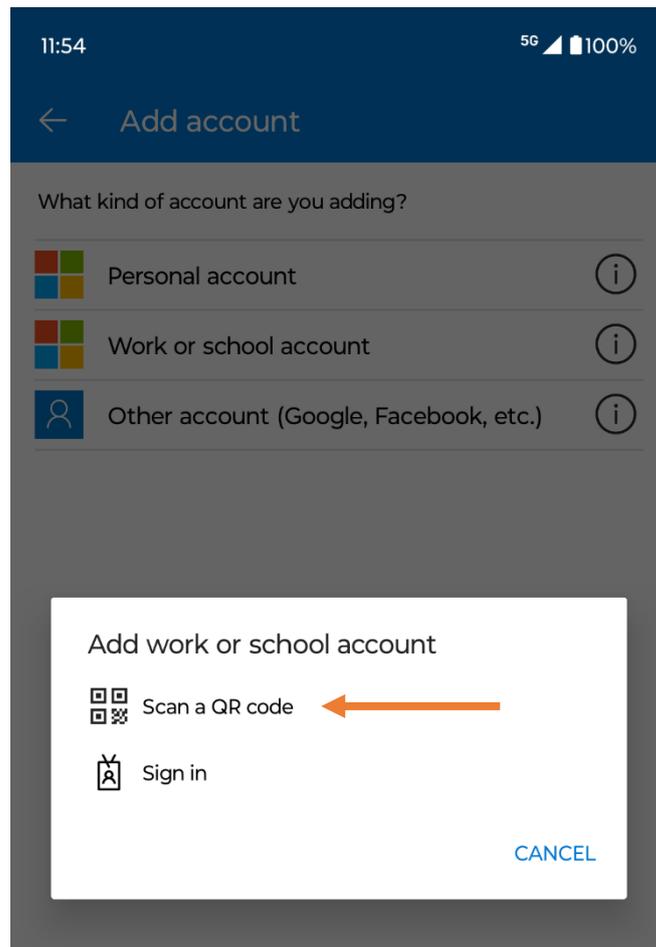


Note: If this is the first time you're setting up Microsoft Authenticator, you might receive a prompt asking you to allow the app to send notifications, access your camera (Apple) or take pictures and record video (Android). Please allow Authenticator to send you notifications for Multi-Factor Authentication and access the camera for scanning QR codes.

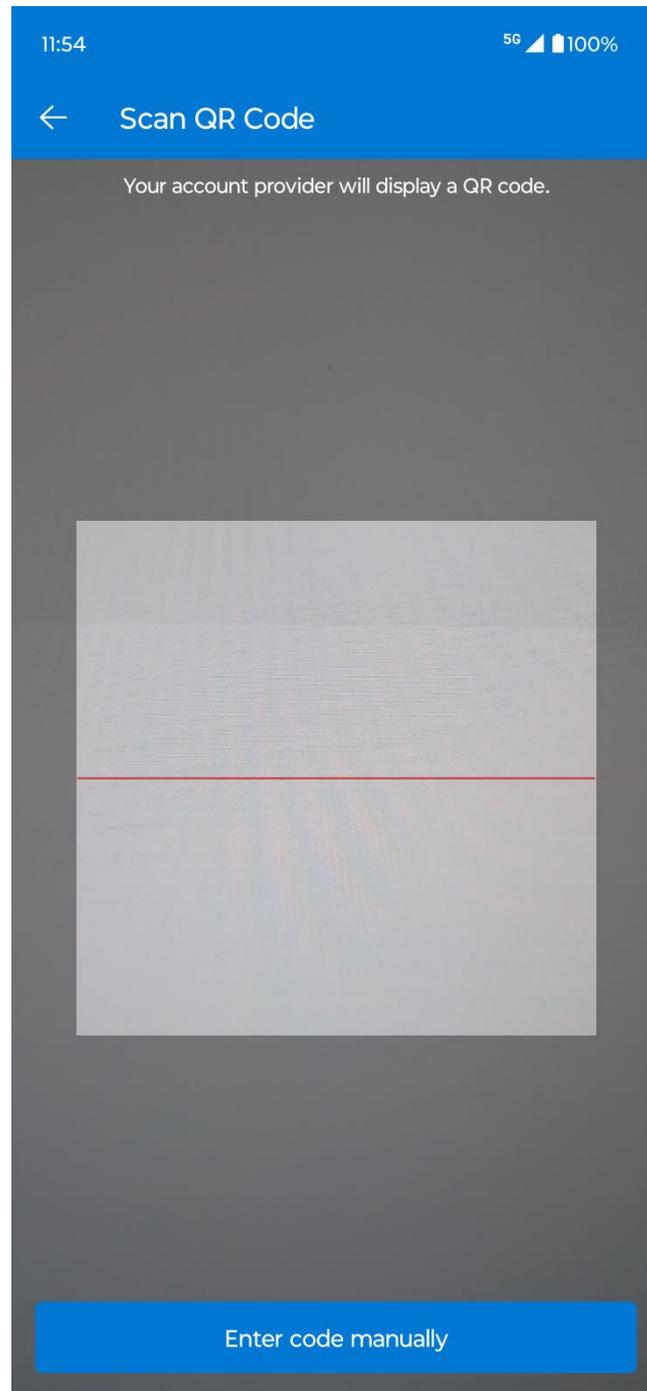
8. On the **Add account** screen, select **Work or school account**.



9. On the **Add work or school account** screen, select **Scan a QR code**.

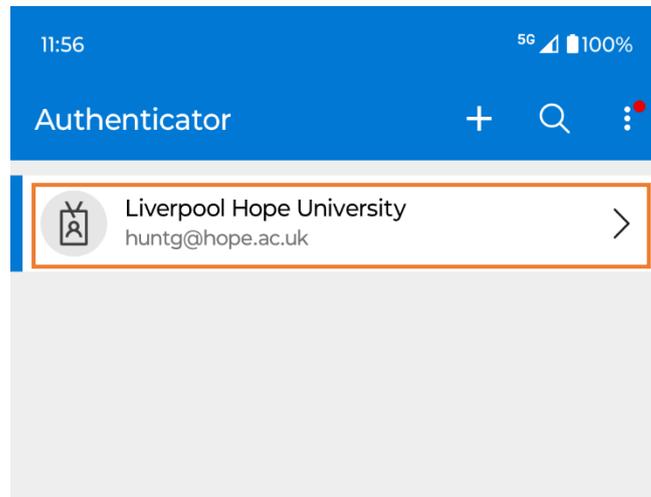


10. Use your smartphone's camera to scan the QR code from the **Scan the QR code** window on your computer.

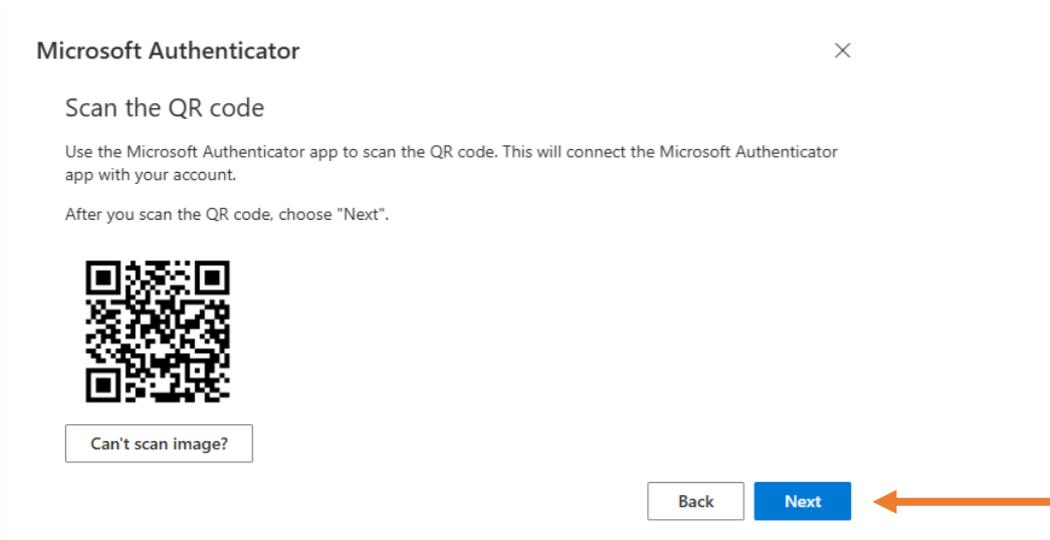


Note: If your camera isn't working properly, you can enter the QR code and URL manually.

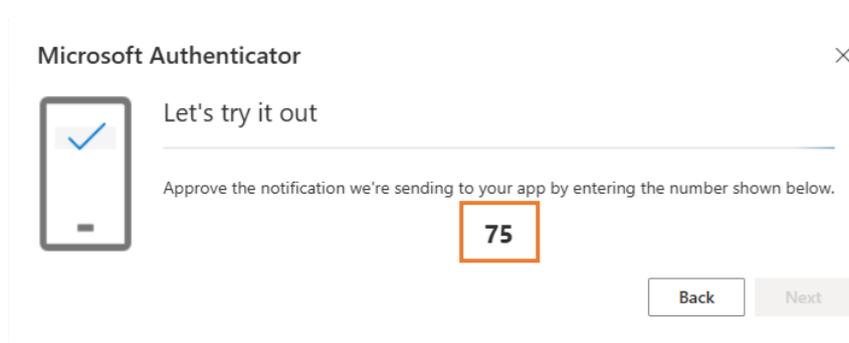
11. Once activated, your Liverpool Hope University account will be displayed on the Microsoft Authenticator app **Accounts** page.

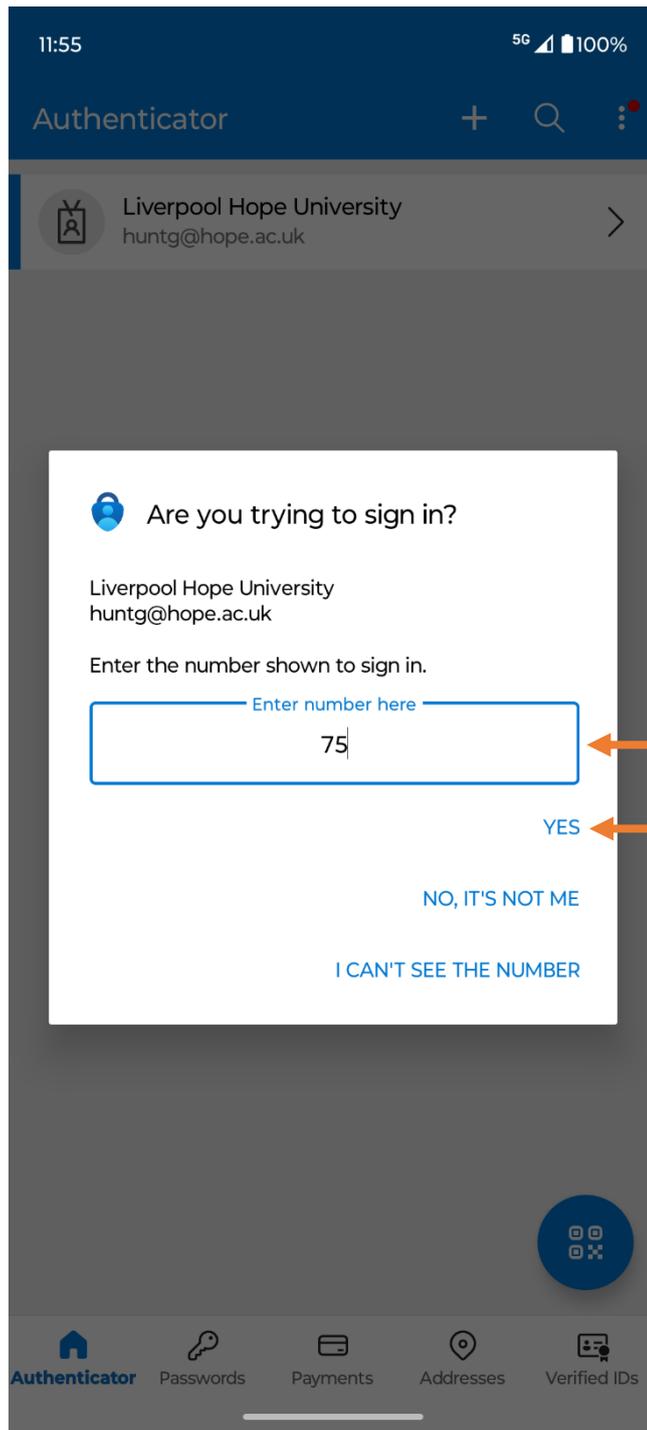


12. On your computer, select **Next** on the **Scan the QR code** window.



13. On your computer, you will be instructed to enter a number in the Microsoft Authenticator app. Enter the number displayed on your computer in the Microsoft Authenticator app and tap **Yes**.





14. On your computer, select Next on the **Notification approved** window.



15. The authenticator app is added to your Liverpool Hope Microsoft account and you're now protected with Multi-Factor Authentication.

